

**SECTION C - Statement of Work (SOW), Garrison Chapel, Fort Richardson, Alaska
Coordination Services, Catholic Parish**

C1. General. Catholic Parish Coordination Services fall under the Garrison Chaplain's Program as defined in the Commanders Master Religious Program. The mission of the chaplain's program is to provide worship, sacraments and rites to all assigned soldiers, civilians, and family members. As such, providing sacraments is an Essential Element of Religion. Within the Catholic community, maintaining sacramental records and ensuring coordinated worship/ministry is important. The Contractor provides the community unique administrative support. As a nonpersonal services contractor, the Contractor is not a member of the Catholic community or Garrison Chaplain's Office Staff.

The purpose of the Parish contract is to provide the Catholic community unique administrative support and coordination by preparing and distributing the schedules and information essential to keeping the Catholic parish going. S/he assists individual Catholics by helping them maintain accurate and up-to-date records for sacraments and rites provided within the faith community. The Contractor gathers information from the priests, the parish council, various committees of the parish, religious education coordinators and any others to prepare the weekly newsletter and maintain the parish calendar. S/he assists the parish by tracking and coordinating sacramental supplies and the worship support calendar (EMEs, Altar Servers, Lay Readers, etc.). S/he prepares and distributes sacramental records.

C2. Qualifications.

a. Background in administration of Sacramental records, especially in the military Archdiocese preferred and/or willingness to learn and apply instructions regarding such.

b. Ability to produce bulletins using computer programs available, as evidenced by no less than two years experience with computers.

c. Ability to coordinate with multiple groups to produce a joint calendar, as evidenced by no less than one year of experience working with a multi-group entity.

d. The Contractor must be able to communicate effectively with the pastor, congregation, volunteers and the U.S. Government in English orally and in written format (i.e. instructions, invoices, advertising and marketing).

e. Auditions / Interviews will be held 10/27/05 between the hours of 10AM – 5PM. Appointments will be scheduled by Chaplain Walker, 907-384-0934.

SPECIFIC SERVICES

C3. The Contractor shall provide the following specific services:

a. Provide non-personal Parish Coordination Services.

b. Produce Weekly Parish Newsletter and Calendar (Bulletin). Provide the weekly parish newsletter to the Garrison Chapel NCOIC NLT 1600 each Wednesday by email in MS Word format for approval.

c. Gather information and publish Worship Support Calendars and schedules. Publish the calendar and schedules of Lay Eucharistic Ministers (LEMs), Lay Readers and Altar Servers with the appropriate committees. Post schedules, contact numbers and parish news on the parish "bulletin board". Update NLT 1500 Friday of each week.

d. Complete/Forward/Maintain Sacramental Records. Complete and forward the original sacramental records to the Archdiocese of the Military Services and copies to individuals for whom sacraments are administered. Type and sign other official correspondence with the Roman Catholic Dioceses throughout the world to obtain other documents and decrees. Sacramental records are protected under the Privacy Act and only the "individuals" authorized to receive such information under the Privacy Act may do so. Maintain the local log of all records. Forward and log entries within 10 business days of the sacramental event.

e. Parish Registration and Census. Register incoming parishioners and produce semi-annual (JAN 06 & JUN 06) census reports.

f. Publicity. Serve as the point of contact for information about the Catholic parish's programs and coordinate publicity material concerning events in the Catholic parish with the USARAK Public Affairs Office and related staffs.

g. Collect and submit volunteer hours according to the Catholic Chaplain's guidance for recording and computing volunteer hours. Recognize volunteers at the annual Volunteer Sunday according to the Catholic Chaplain's guidance with certificates of appreciation, and gifts provided by the congregation.

h. Gather information from the priest, parish council, youth worker(s), religious education coordinator(s) and appropriate committees to collect and prepare the calendar and include announcements of events, perspectives, appreciation notes, etc., in the newsletter.

i. Research and maintain files and sources in the areas of Christian faith formation, Biblical knowledge, Christian doctrines, and life-application of principles found in Bible to ensure that texts are included in the weekly newsletter.

j. Maintain a volunteer information file to include volunteer's name, recruitment date, utilization, training, and hours volunteered. Track volunteer hours for all events for the monthly report.

k. Maintain capabilities with computer software (MS Word, Publisher, PowerPoint, Excel), for use in preparing newsletters, calendars, purchase requests, sacramental records and appropriate data bases (volunteer hours).

l. In accordance with AR 165-1 and directives from the Catholic Chaplain, the Contractor shall be responsible for maintaining records and files incident to the services provided in this contract. Files must be maintained in a secured area (office area that can be locked) and are the property of the U.S. Government.

m. Submit invoices for the previous month's work to the Catholic Chaplain for verification no later than the 10th working day of the proceeding month.

C4. Standards of Conduct:

Appearance and Conduct. At all times during the performance of this contract, the contractor shall present a neat and well-groomed appearance appropriate to the conditions under which the services are being conducted. Because this is a non-personal service contract, contractor and contractor's employees will avoid representing or allowing themselves to be represented as chapel staff or government employees.

NOTE: Selected vendor must complete requirements of Department of Defense Instruction 1402.5, Criminal History Background Checks on Individuals In Child Care Services. See <http://www.dtic.mil/whs/directives/corres/html/14025.htm> *Until requirements are met, at all times while children are in the care or under the supervision of that individual/contractor, the contractor must be within sight and under the supervision of a staff person from the Chaplain's Office whose background check has been successfully completed.*

C5. Disclosure of Information. In the course of providing services, the contractor may come in contact with individuals seeking the assistance of chaplains. The very fact that individuals are seeking assistance with family and or personnel issues is at minimum sensitive information. Complete confidentiality is paramount. The sharing of information about individuals or families seeking counseling assistance from chaplains with persons other than the POC (Point of Contact) for this contract or the chaplain involved is strictly prohibited. Disclosure of sensitive information regarding chaplain counseling appointments and individuals involved could result in immediate termination of the contract.

C6. Government Provided Property/Support:

a. The use of the piano/organ located in the Fort Richardson Garrison Chapel. Sheet music and hymnals are provided by the CTOF.

b. The Contractor shall be responsible for safeguarding all U.S. Government supplies and property.

C7. Contractor Furnished Property: The Contractor shall provide his/her own transportation and all necessary equipment to fulfill this contract except as stated elsewhere in this contract.

C8. Physical Security: The Contractor shall establish and implement methods to ensure that physical security of all Government property and facilities is take care of. Locking of external doors and windows is necessary when leaving the facility. Internal doors should be locked to protect Government property. Access to office areas should be monitored and limited.

C9. Safety: The Contractor shall be aware of local safety requirements and ensure that all reasonable efforts are made to protect all persons from harm and the Government property from damage. The Contractor and volunteers will have complete background police records checked as required by AR 165-1.

C10. Restrictions. Government property made available under this contract is only for use in the performance of services described in this contract.

C11. Disclaimer: The Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

C12. Liability: For the purpose of this contract, the Contractor is considered an independent contractor and not as an agent of the Government. During performance, the Contractor shall be liable and will indemnify and hold harmless the Government, its agents and employees against all actions or claims for damages to persons or property, including death arising from fault, negligence, wrongful act, or wrongful omission of the Contractor, his agents, employees, or chapel volunteers utilized in the provision of services. The Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings as a result of fire, theft, accident, natural disaster or other events.

C13. Compensation: Upon satisfactory completion of services by the Contractor and presentation of invoice in accordance with the terms of this contract, Contractor shall be paid monthly. Since this contract does not create an employer-employee relationship, there are no provisions for lodging or employee benefits of medical care, retirement, or worker's compensation. The Contractor is also responsible for his/her own tax liabilities. The Government will not withhold Federal Income Tax or social security, so the Contractor is advised to reserve the appropriate amounts for tax requirements or social security.

C14. Subcontracting:

a. Contractor may provide a substitute for a period of time if approved by the POC. However, in such case, the substitute shall have no claim whatsoever against the Government for services rendered and the price to be paid the substitute shall be a matter entirely between the Contractor and the substitute.

b. In the event the Contractor fails to provide a POC approved substitute to perform at any time which the Contractor does not perform, the Contractor hereby authorizes the Contracting Officer to procure the services of a satisfactory substitute for the account of the Contractor and the amount paid or owed to the substitute by the Government for such services shall be deducted from any amount owed to the Contractor under this contract. This provision imposes no obligation on the Contracting Officer to exercise the foregoing authority and shall not be construed to diminish the rights of the Government under the clause entitled "Termination."

SECTION D - SCHEDULE OF PAYMENTS – *to be returned with quotation (SF1449)*

Garrison Chapel, Fort Richardson, Alaska, Parish Coordinator, Catholic

Contract period - **1 October 2005 - 30 September 2006.**

CLIN	DESCRIPTION	NTE QTY	COST EACH	TOTAL COST
0001	Produce Weekly Parish Newsletter and Calendar	52		
0002	Publish Worship Support Calendars	12		
0003	Produce/Forward/Maintain Sacramental Records	12		
0004	Conduct Parish Registration and Census	12		
0005	Provide Publicity Materials for Catholic Parish to USARAK PAO	12		
0006	Recruit and Train Volunteers	12		